

## SAVE Act Instructions



**2013-2014**

***Tennessee School Safety Center***

*Department of Education, Office of School Safety and Learning Support*

### **BACKGROUND:**

*Tenn. Code Ann. § 49-6-801-814* or the SAVE Act (Schools Against Violence in Education) establishes specific school safety planning requirements for schools and school districts. Specifically, the Act requires districts to provide the Departments of Education and Safety with copies of their district school safety plan, including annual updates. The compliance package provides a framework for addressing these expectations as well as the related public reporting and accountability requirements.

### **INSTRUCTIONS:**

The SAVE Act Compliance Package is composed of four distinct elements. Each element should be completed as described below and submitted no later than Sept. 16, 2013.

A complete package includes the following items:

#### **(1) District and School-Level Emergency Coordinators and Contact Information**

Using the Excel spreadsheet provided at

[http://www.tn.gov/education/safe\\_schls/safety\\_cntr/SAVE\\_act.shtml](http://www.tn.gov/education/safe_schls/safety_cntr/SAVE_act.shtml) identify key individuals within the district and provide their contact information. Specific job descriptions are provided in the second tab of the spreadsheet.

When saving the document, use your district's name as the file name. Use the submit button in the upper right hand corner of this document to forward the completed document to the School Safety Office. For technical assistance, contact Artina Fossett, (615) 741-3248. You will receive confirmation of receipt via email.

The emergency contact information provided by the LEA will only be used by the Departments of Education or School Safety Office in the event of an emergency or for sharing important safety-related information. Contact information will not be released to outside agencies or the general public. For technical assistance, contact Artina Fossett (615) 741-3248.

#### **(2) Compliance Package/Assurances Statement**

The Compliance page should be completed and submitted along with the Assurances page. The Assurances Statement requiring the signature of the School Board Chairman and the Director of Schools may be signed, scanned and forwarded via email to [Artina.Fossett@tn.gov](mailto:Artina.Fossett@tn.gov).

#### **(3) SAVE Act Compliance Instrument/Self Assessment**

The SAVE Act Compliance/Self Assessment Instrument must be completed annually with input from the district-wide school safety team appointed by the Director of Schools. The instrument provides a review of district and school-level emergency response plans as well as school safety strategies currently being utilized within the district. The instrument may also be used to address the provisions of *Tenn. Code Ann. § 49-6-808* relative to public hearings and opportunities for public comment.

Under each indicator mark "met," "not met," "in progress," or "not applicable." If you mark "not met," or "in progress," a brief action statement must be included at the end of

that section. The action statement indicates how and when the district will address the indicator.

An electronic copy of the Save Act Compliance Instrument/ Self Assessment may be downloaded on our website at [http://www.tn.gov/education/safe\\_schls/safety\\_cntr/SAVE\\_act.shtml](http://www.tn.gov/education/safe_schls/safety_cntr/SAVE_act.shtml). Use the submit button in the upper right hand corner of this document to forward the completed document to the School Safety Office. For technical assistance, contact Artina Fossett, (615) 741-3248. You will receive confirmation of receipt via email.

#### ***(4) District-Level Emergency Response Plan***

The ERP should be emailed to [Artina.Fossett@tn.gov](mailto:Artina.Fossett@tn.gov). This is the district's written emergency plan developed in coordination with local law enforcement. Specific requirements set forth for the ERP may be found in Section 1.0 (Emergency Management) of the SAVE Act Compliance Instrument/Self Assessment. Please do not submit individual school-level emergency response plans, only district-level plans are needed.

District and school-level ERPs must be forwarded to local law enforcement agencies and other local emergency response agencies involved in planning, responding to and recovering from an emergency. Furthermore, if any section of the ERP is edited, a revised copy should be sent to all appropriate entities.

Elements of district and school-level ERPs may be suitable and appropriate for sharing with the general public; however, caution should be taken to avoid the disclosure of information that might compromise the security of students and staff. If in doubt, consult with local law enforcement authorities.

#### ***(5) District-Level ERP Planning Contact List***

The ERP Contact list should be signed and emailed to [Artina.Fossett@tn.gov](mailto:Artina.Fossett@tn.gov). This is the district's emergency response team members which should include representation from police and fire departments, emergency management agency, EMS, local medical facilities, administrators, staff, parents and students, school nurse(s), school resource officer(s), mental health agencies, school transportation and other appropriate community representatives.

**An email confirmation will be forwarded for all documents submitted electronically.**

#### **ADDITIONAL RESOURCES:**

Additional resources to meet the requirements set forth under the framework provided are available on our website at [http://www.tn.gov/education/safe\\_schls/safety\\_cntr/SAVE\\_act.shtml](http://www.tn.gov/education/safe_schls/safety_cntr/SAVE_act.shtml). For questions regarding the SAVE Act or any information presented in this document, contact the Office of Safe and Supportive Schools at (615) 741-3248 or Lori Paisley at [Lori.Paisley@tn.gov](mailto:Lori.Paisley@tn.gov) or (615) 532-4774.